

**State of Connecticut  
Department of Social Services  
25 Sigourney Street, Hartford, CT 06106  
Job Opportunity**

## **Research Analyst**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: January 28, 2010**

**Closing Date: February 5, 2010**

The Department of Social Services is currently accepting applications to fill three (3) Research Analyst positions within The Division of Quality Assurance, located at our Hartford Central Office.

**Open To:** The Public and State Employees

**Position:** Research Analyst (AR-22)

**Bargaining Unit:** Administrative & Residual (P-5)

**Salary Range:** \$56,028 - \$70,395 Annually

**Location:** 25 Sigourney Street, Hartford, CT 06106

### **EXAMPLES OF DUTIES:**

Responsible for developing and implementing formal research projects and assisting in these activities on more comprehensive and complex research assignments; analyzes, interprets and prepares data in a variety of ways; prepares narrative and statistical reports; develops computerized databases and analyzes and interprets computer generated reports; performs related duties as required.

### **MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of research methods and techniques; knowledge of statistics; interpersonal skills; oral and written communication skills; ability to analyze data; ability to understand and use computerized databases; ability to understand agency related policies and procedures as they relate to research.

### **EXPERIENCE AND TRAINING:**

**General Experience:** Six (6) years of professional experience in research, data analysis or economics.

### **Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in economics, statistics or a closely related field may be substituted for one (1) additional year of the General Experience.

**NOTE: Applications will be accepted from candidates who have taken the current Research Analyst Examination Number 051760 and have received a passing score or State employees who have attained permanent status in the class. This position may be filled by candidates from mandatory Re-employment and Sebac Lists, which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application For Examination or Employment (PLD-1) to:

**Flora Alling, Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE FRIDAY, FEBRUARY 5, 2010, CLOSE OF BUSINESS**

**An Equal Opportunity/Affirmative Action Employer**